

OTR's Guide for Training Officers

I. Foreword

- A. OTR's Charter (Ref: [REDACTED])
- B. Philosophy of training
- C. Position of the Training Officer in relation to the training goal and activities of the Agency
- D. Training Programs

STATINTL

II. Contents

III. The Training Officer

- A. Duties
- B. Records
- C. Meetings
- D. Relation to the Registrar Staff

IV. Training Regulations and Notices

- A. Agency
- B. Internal OTR that pertain
- C. Notices that are pertinent to execution of Training Officer's functions

V. Publications

A. Types

- 1. Informational
  - a. Catalog
  - b. Schedule
  - c. OTR Bulletin
  - d. Special Bulletin
- 2. Substantive
- 3. Dissemination
  - a. Headquarters
  - b. Overseas

B. Relation to Agency Publications Board

VI. Internal Courses

A. Admissions

- 1. Procedures
  - a. Submission of Form 73
  - b. General activity of Registration Section
- 2. Prerequisites
  - a. Assignments
  - b. Tests

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3. Changes
  - a. Schedule
  - b. Withdrawals
4. Accreditation
  - a. Complete
  - b. Incomplete
5. Evaluations - Procedures
6. Records
  - a. Machine Runs
    - (1) General
    - (2) Specific
  - b. Course Rosters
  - c. Course Schedules
7. Reports - Required of OIR

VII. External Courses

- A. Catalog collection
- B. Approved facilities
- C. Approved programs
  1. Approval
  2. Action
    - a. Travel
    - b. Cover
    - c. Records
    - d. Liaison
- E. Annual training requirements

VIII. Component Training

- A. Responsibility of OIR
- B. Organization and Approval
- C. Availability to all Agency personnel
- D. Enrollment procedures
- E. Agency Training Record

IX. Language Development Program

- A. Philosophy
- B. Regulatory Issuances
- C. Language courses
- D. Testing
- E. Awards - Procedures in adjudication

- X. Glossary of Training Terminology: Words common to training programs and procedures

XI. Samples of Forms

XII. Catalog Text

XIII. Schedule (Current)

**XIV. Organization of OTR with Functions and Responsibilities of Principal Interest to Training Officers**

**A. Chart diagraming the Executive, Staffs, and Schools**

**B. Staffs**

**1. Plans and Policy Staff**

- a. Functions
- b. Instructional improvement, Instructor's Guide

**2. Registrar Staff**

- a. Branches
- b. Functions

**3. Support Staff**

- a. Graphics: Functions; Training Aids
- b. Film Production: General activity

- (1) Available Films
- (2) Participation of Agency personnel

**4. Assessment and Evaluation Staff: Branches**

- a. Functions
- b. Testing: PETB, FLATB, CATB, CETB
- c. Evaluations

**C. Schools**

**1. Intelligence School: Functions; Faculties; Location; Courses; General**

**2. School of International Communism and the U.S.S.R.: Functions; Faculties; Location; Courses; General**

**3. Language and Area School: Functions; Location; Courses, including VLTP; General**

**4. Operations School**

- a. Headquarters: Functions; Faculties; Location; Courses; General
- b. Base: Courses; Prerequisites to attendance; Briefing - Security, Travel, Communication
- c. Covert: General activity

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*add JOTIP article*